

PART I	DEPARTMENT OF PERSONNEL SERVICES	6.750
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PARA-MEDICAL ASSISTANT SERIES

This series includes all positions which involve the performance, as a primary responsibility, of duties relating directly to the care of patients in a hospital or medically-oriented institution or clinic, when the performance of this responsibility involves direct interpersonal relationships with patients or responsible participation as a member of a treatment or nursing team. The performance of such work primarily requires a practical knowledge of various techniques and procedures and the ability to work as a member of a treatment team. Such knowledge is typically gained through a combination of on-the-job experience, specialized training courses, and supervised clinical practice.

Basic Nature of Works

Positions in this series comprise what is essentially a support occupation. Para-medical assistants work in various health facilities such as hospitals, clinics, health centers and medically-oriented institutions where they provide support and assistance to higher level personnel.

Differences in the types of patients, terminology and traditional work patterns have tended to emphasize the disparity of work in the various health facilities and to obscure its common elements. However, current trends in health care emphasize comprehensive treatment of the total person within his environment. This has resulted in an increasing use of the multidiscipline treatment team and a growing appreciation of the interrelatedness of various health problems and treatment methods. The basic objective of the work of all of these positions is to assist in providing for the maximum physical, mental and emotional health of the patient. Patient evaluation, care and treatment methods are no longer confined to particular institutions, types of patients and/or professional disciplines.

All positions have two major functions: to observe and report on a variety of physical and/or mental symptoms and conditions, and to implement care and/or treatment procedures.

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Positions in this series observe a variety of symptoms, conditions, and changes in symptoms or conditions, such as: temperature, pulse, respiration, blood pressure, skin condition, lumps or growths, gait, coordination, nutritional patterns, stage of development, vision, hearing, mood, mannerisms, expression, socialization, frustration tolerance, hallucinations, delusions, etc.

Positions implement such activities as bathing, toileting, feeding, training, providing diversional activities, and performing nursing procedures and providing other services. For clarity and brevity, these activities have been divided into three major categories according to the major emphasis of the work:

Personal Care Services refer to the application of various common procedures relating to the maintenance of the bodily functions of an individual, which are usually performed by the person, his family or other non-specialized persons in the community, and/or which do not require an extensive specialized knowledge of disease conditions in order to avoid injury to the patient.

Adjunctive Services refer to the application of various diversional, recreational or other non-essential activities. Such measures exceed personal care services in that they involve more than maintenance of the basic physical functions necessary for existence.

Such measures, although they may contribute to the development and maintenance of a therapeutically oriented milieu, are specifically directed toward the constructive use of leisure time or the achievement of a short-term objective (such as a particular skill), rather than toward a long-range therapeutic goal (such as an overall level of development). They usually do not involve extensive diagnosis, evaluation and prognosis, or the utilization of detailed corrective plans on an individual basis.

Therapeutic Services refer to the application of measures in the prevention, correction, reparation, amelioration or

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elimination of physical or mental disorders. Treatment measures may involve the use of medicines, surgery, physical, occupational or psychiatric therapy, or any combination thereof. As used in these specifications, therapeutic services are found only when the following conditions are provided for: individual diagnosis; professional evaluation; comprehensive, goal-oriented treatment plans of considerable depth; and planned, periodic reevaluation.

In some unusual situations there has been exceptional delegation by professional personnel of functions which have traditionally been considered professional in nature. Such exceptional delegation may be the result of the redistribution of existing work, the emergence of new areas of work, or the substitution of intensively trained sub-professionals where professionals are unavailable. This type of exceptional delegation is recognized in para-professional assignments. Such assignments are characterized by the application of informed judgment based on theoretical as well as practical considerations and substantial knowledge in a complex, organized field of endeavor.

Typical work assignments as described in these specifications are illustrative and not mandatory. The full range of assignments and/or levels of work may not be represented in all facilities because of variations in the types of services, organization and needs of the institution, and staff capabilities. These specifications are not to be interpreted as prescribing or establishing methods of utilizing personnel or specific work assignments.

Levels of Work:

Six levels of work have been identified. These levels are primarily a result of the interaction of several of the following factors:

1. variety
2. supervision received
3. type of service
4. condition of patient
5. supervisory responsibilities

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These factors are discussed at each level under the appropriate classification factor.

Variety: As isolated factors, neither the variety of procedures nor types of assignments is justification for an increase in level.

At all levels except the first level, a variety of procedures demonstrating a good knowledge of the full range of duties common to that area of service and level, is inherent in the class concept. Consequently, no extra credit is appropriate as the result of the performance of a variety of procedures. Due to the service needs of a facility or staff shortages, certain positions may be specially trained in and assigned to perform one or two procedures normally performed by higher level personnel; e.g., Para-Medical Assistant I's who perform catheterizations. The addition of one or two specific, higher level, procedures does not reflect the full range of duties or knowledge inherent in the higher level class concept and does not usually affect the overall level of the position.

All types of assignments, at any given level such as those listed in the Typical Work Assignments, are considered sufficiently related in terms of basic knowledge and abilities required, so that the performance of two or more such assignments does not normally affect the overall level of the work.

Nature and Extent of Supervision Received: The majority of positions are expected to perform assigned duties under only general supervision of a registered nurse, physician or other professional person. Positions at lower levels work under immediate supervision as is indicated in the class specifications.

The performance (under close supervision) of selected, progressively responsible, higher level duties, is characteristic of positions undergoing training for higher level work. Such training assignments are specifically provided for at levels I and II, and may also be found at higher levels. Significantly closer supervision, whether for training or other reasons, generally results in classification to the level

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immediately below that which is usually appropriate for the assignment. Trainee type positions at any level are not allocable to higher level until both the supervision received and the actual work assignments meet the criteria for the higher level.

Type of Service: Two levels of personal care services are distinguished by differences in the independence of action and scope of assignment. Personal care services may be level determining at the II level.

Three levels of adjunct services are distinguished by differences in the independence of action degree of delegated responsibility. Adjunctive services may be level controlling at the II and II levels.

Four levels of therapeutic services are distinguished by differences in independence of action and degree and nature of delegated responsibility. Therapeutic services may be level controlling at the II through V levels: at the IV and V level, they are typically para-professional in nature.

Condition of the Patient: This factor may affect the level of positions providing nursing services only. Unless otherwise specified, illustrative examples of nursing services involve patients who are sick but whose condition is relatively stable and who do not have other substantial, complications which materially add to the complexity or responsibility of the assignment. When assignments typically relate to patients who are "well," chronic or convalescent, or to those who are critical and/or whose condition is unstable, appropriate adjustment should be made in determining the actual level of the nursing procedure assigned.

Supervisory Responsibilities: As used in these specifications, supervisory responsibilities are recognized only when the supervisor has continuing responsibility for the work of several para-medical assistants. The subordinate positions are, for all practical purposes, permanent and are filled by regular employees. The supervisor performs regular supervisory duties such as assigning, reviewing and evaluating work, training employees, recommending and implementing personnel

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actions or disciplinary measures and also has some responsibility for long-range planning, such as organization of services, activities, etc.

Supervisory positions are distinguished from common pseudo-supervisory assignments:

"Charge" positions are characterized by the need to take proper action in emergencies, to use good judgment in reporting to higher level personnel, to revise work assignments in accordance with established guidelines and accepted patient care priorities; they may be required to plan and organize activities involving other personnel on a day-to-day or other short-term basis. Such assignments are frequently performed on a part-time, rotating, or other non-permanent basis. The performance of such duties typically requires knowledge and judgment equivalent to that found in other positions at the III level.

Positions which supervise "working patients" and/or "patient helpers" are characterized by the need to plan patient activities and/or motivate patients in the performance of productive work. Such assignments may be adjunctive or therapeutic, are basically similar to other duties involving directing patients, and are found in positions at and above the II level.

This series replaces the following State of Hawaii classes:

- Hospital Aid
- Practical Nurse
- Central Supply Practical Nurse
- Mental Retardation Attendant
- Supervising Mental Retardation Attendant I, II, III
- Psychiatric Aid I and II
- Occupational Therapy Aid
- Physical Therapy Aid
- Institution Work Activity Specialist
- Institution Recreation Assistant

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Director of Personnel Services

PARA-MEDICAL ASSISTANT I

6.750

Duties Summary

Performs simple and routine tasks relating to the care of patients or residents; provides related services required for the operations of the facility; participates in a planned training program and performs other duties as required.

Distinguishing Characteristics:

This is the beginning level of para-medical assistant work. In most situations, this is a developmental level of work. However, occasionally, position may be continued at this level, based on the type of work assignments and the supervision received.

Nature and Scope of Work:

Type A: Performs services required for the operation and maintenance of the institution and is assigned a number of limited, routine, recurring tasks relating to the personal care of chronic, convalescent or "well" patients or assists higher level personnel in providing services to patients.

Type B: Performs duties similar to Type A positions and in addition participates in an organized training program covering basic patient care activities, and/or simple therapeutic procedures and consisting of formal instruction, demonstration, on-the-job training and clinical practice. Clinical practice includes selected, progressively difficult procedures, characteristic of the class Para-Medical Assistant II, performed according to specific instructions, and under close supervision and observation.

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Supervision Received:

Positions at this level work as a member of a team and assistance and guidance are always available. After basic orientation, supervision may be of a general nature for recurring duties, including personal care provided to "well" patients, and positions may also be expected to perform general ward housekeeping or other related activities according to general assignments. However, diversional and therapeutic activities are always performed under close supervision.

Guidelines Available and Judgment Exercised:

Following basic orientation, all positions are expected to know and follow hospital and/or institutional policies and procedures. Positions are expected to learn and perform standard procedures relating to the operations and maintenance of the facility. Positions follow specific instructions or standard methods in caring for patients. No judgment or discretion is required or permitted and positions have no responsibility beyond strict adherence to governing instructions and reasonable safety precautions.

Person-to-Person Relationships:

Substantial contacts are typical at this level, and all positions are expected to work harmoniously as a member of a team and to observe and report immediately any gross changes in the condition or behavior of patients. However, positions are not expected to have sufficient knowledge of observation technique, symptoms and patient characteristics to observe relatively subtle, minor or gradual changes in the condition or behavior of patients nor do they have significant responsibilities for developing therapeutic relationships due to the closeness of supervision in such areas.

Recommendations, Decisions, Commitments and Conclusions:

No responsibility for making decisions is delegated to this level and assignments involving opportunities for patient evaluation are structured so that recommendations regarding patient care are not required.

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Knowledge and Abilities Required:

Knowledge of: General principles of personal hygiene and bodily care, and housekeeping.

Ability to: Follow oral and written instructions precisely; get along well with others; acquire and demonstrate an attitude of respect toward patients with a variety of disabilities; retain emotional stability despite emotional and physical pressures; develop an appreciation of nursing and medical ethics.

Typical Work Assignments:

Para-Medical Assistant I's typically perform assignments similar to those described below. These examples are illustrative and not all inclusive.

According to general instructions provides care to chronic, convalescent and/or well patients: makes beds; assists ambulatory patients in bathing; gives bed baths; passes bed pans, toilets patients, and reports results; gives care to incontinent patients; serves food, assists patients in eating, feeds patients; gives morning and afternoon care, trims nails, cuts hair; gives backrubs; turns patients; transports patients by wheelchair or gurney; escorts patients within the hospital or institution grounds; takes temperature, pulse and respiration, and reports readings; collects simple specimens.

Assists higher level personnel in caring for the sick or in performing complicated procedures: gathers equipment; positions or restrains patients; performs selected procedures as instructed,

Assists in providing diversional activities; gathers or prepares equipment and supplies; locates and escorts patients; participates in activities; assists patients in performing activities; returns patients to designated areas; replaces supplies and equipment.

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Assists in assembling and sterilizing trays and sets; may sort reusable supplies by shapes, types, etc., wrap segregated articles, stamp expiration dates, etc.; may receive, store and issue prepackaged, disposable supplies.

Attends training sessions, seminars, discussions, etc.; reads and studies manuals, articles, nurses' notes, doctors' orders, etc.; receives instruction, guidance and demonstration in various tasks and procedures; performs selected tasks.

* * * * *

Positions may also be assigned duties similar to those described below provided that a significant amount of time is spent in actual patient care, or in training relating to patient care, as described above.

According to established procedures: cleans and disinfects ward, furniture and equipment; collects, sorts and bags soiled clothing and linen; gathers patient records; makes unoccupied beds; tests urine for sugar and acetone; transports supplies, equipment, etc.; serves as driver for patient outings, pickups, etc.; and serves as messenger.

PARA-MEDICAL ASSISTANT II

6,752

Duties Summary:

Provides a variety of moderately difficult personal care and procedures; implements assigned adjunctive services; participates in providing therapeutic services; may participate in a planned training program; and performs other duties as required.

Distinguishing Characteristics:

Positions at this level are of two basic types: (a) the independent worker and (b) the position performing journeyman-level assignments under close supervision.

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Nature and Variety of Work:

Type A: Provides personal care to patients and/or residents who are "sick." Provides recreational or other diversionary activities.

Type B: Performs duties similar to those found in Type A positions and, in addition, participates in an organized training program consisting of formal instruction, on-the-job training and clinical practice. Clinical practice includes selected, progressively responsible, assignments, characteristic of the class Para-Medical Assistant III, performed under close supervision and observation.

Nature of Supervision Received:

Personal care and adjunctive services are performed according to established procedures and general assignments received. Positions are expected to implement such activities and inform the supervisor or charge person when work is incomplete or when problems arise.

Positions undergoing training for higher level work are subject to detailed instruction and close observation when performing selected higher level assignments for training purposes.

Guidelines Available and Judgment Exercised:

Guidelines include hospital manuals, work schedules, etc. All positions are expected to know and apply hospital and/or institutional policies and procedures. Any apparent discrepancies are referred to a higher level individual. Positions are not permitted to deviate from these guides.

Positions are permitted some latitude in selecting and carrying out approved diversional activities, and are expected to use some imagination in utilizing recreational resources available. However, when participating in organized therapeutic and/or training activities, positions are not permitted to deviate from specific guidelines.

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Person-to-Person Relationships:

All positions in this class are expected to evidence sufficient skill in developing interpersonal relationships with patients and/or residents to be able to recognize and report substantial changes in mental, emotional or physical well being.

This level also involves a basic level of skill in participating with patients in activities and in motivating patients, especially when positions are assigned to the care of patients undergoing extensive hospitalization and/or institutionalization.

Recommendations, Decisions, Commitments and Conclusions:

Positions are responsible for providing appropriate, approved, adjunctive services, and for requesting assistance and making suggestions based on their observations, experience and knowledge of the patients, when new or revised services are indicated and/or the composition of the group is involved.

Knowledge and Abilities Required:

Assignments at this level require a thorough knowledge of personal care routines, a good working knowledge of basic first aid and standard adjunctive services, and of common symptoms of illness, and some knowledge of basic medical and nursing terminology, and vocational relationships, and the ability to assist and participate in the activities of the treatment team.

Typical Work Assignments:

In addition to assignments typical of the next lower level, Para-Medical Assistant II's typically perform assignments similar to those described below. These examples are illustrative and not all inclusive. Assignments may involve the performance of several of these illustrative examples, provided that the overall scope and depth of work and level of responsibility are substantially equivalent to that described at this level.

Provides a variety of personal care and nursing care

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services to sick, as well as chronic or convalescent patients: applies simple compresses; reinforces bandages; gives medicated and sitz baths; gives enemas and vaginal douches; takes temperature, pulse and respiration.

Performs prescribed services for chronic, convalescent or "well" patients: performs catheterizations; applies sterile compresses and bandages; feeds through an indwelling gavage tube; performs colostomy irrigations; passes oral medications - (medications include prescription drugs in common use in the facility, which have been individually bottled. They are usually continuing. Higher level personnel are available to note and/or assess adverse reactions).

Checks patient care plans for prescribed treatments and new orders; observes patient's condition; charts vital signs, records treatments completed; reports changes and/or observations to higher level personnel.

Provides diversional services for a group of patients in accordance with instructions or standard practices; selects activity for the day in consideration of weather, variety and recency of similar activities; supervises patients and participates in activities.

Based on requisitions received and established procedures; selects items, sets up a wide variety of trays and sets and loads and operates sterilizing equipment, determining proper positioning and timing; disassembles, cleans and reassembles used equipment and instruments; may test sterilizing equipment and assist in inventory, ordering, etc.

Assists the professional in charge of a pharmacy in receiving, storing, repackaging, relabeling and distributing pharmaceuticals.

Escorts selected patients outside the institution grounds; assists in patient pickups.

PARA-MEDICAL ASSISTANT III

6.754

Duties Summary:

Provides adjunctive services; implements prescribed therapeutic procedures; and performs other duties as required.

Distinguishing Characteristics

This class represents journeyman-level para-medical assignments.

Nature and Scope of Assignments:

Assignments at this level are characterized by one or more of the following conditions:

1) They involve responsibility for planning, organizing and conducting adjunctive services such as diversional activities, which are intended to provide for the constructive use of leisure time and which contribute to a general therapeutic milieu.

2) They involve implementing moderately complex therapeutic measures prescribed for the patient.

3) They involve the application of various techniques such as operant conditioning and behavior shaping in conducting habit training.

Supervision Received:

Positions at this level work under general supervision. Positions are expected to plan and implement appropriate adjunctive services subject only to approval of the supervisor: review is primarily to insure overall continuity of scheduling, availability of funds or resources, etc.

Positions providing diversional activities are expected to conform with hospital policies and procedures, use some imagination and initiative in planning appropriate activities,

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and maintain an awareness of the importance of such activities in maintaining a therapeutic milieu.

When performing therapeutic assignments, positions are expected to provide prescribed measures in accordance with standard methods and procedures according to general assignments and without specific instruction, close observation or guidance. However, work may be spot checked for technical adequacy, if assigned to modify therapeutic measures, positions receive substantial guidance.

Guidelines, Originality and Judgment:

In addition to guidelines available at the next lower level, positions implementing therapeutic services make extensive use of prescribed patient care plans, treatment programs, etc. Such positions are not normally permitted to deviate from these guidelines, but are expected to recognize changes in the situation which might affect the appropriateness of prescribed treatment, to take appropriate interim action (e.g., withhold medication), and to notify higher level personnel for decision.

Positions which plan and implement adjunctive services use experienced judgment and some originality since guidelines such as periodicals, articles, etc., do not usually provide a comprehensive, long-term diversional program in detail, and they frequently require some modification and expansion.

Person-to-Person Relationships:

At this level, interpersonal relationships with the patient are of significant importance and involve the skilled application of practical knowledge of techniques used to establish constructive personal relationships.

Recommendations, Decisions, Commitments and Conclusions:

At this level, positions are expected to apply a thorough working knowledge of the assigned functional area in determining the necessity for bringing observations to the attention of higher level personnel, in selecting and reporting pertinent

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information, and in making constructive recommendations. Recommendations or decisions involving diversional or auxiliary therapeutic measures are generally accepted and are not normally subject to technical review.

Knowledge and Abilities Required:

Assignments at this level require a good working knowledge of therapeutic procedures applicable to assigned patients, a good knowledge of common medical and nursing terminology, a thorough knowledge of appropriate adjunctive services, the ability to plan appropriate diversional activities and to develop and maintain effective interpersonal relationships.

Typical Work Assignments:

In addition to assignments typical of lower levels Para-Medical Assistant III's typically perform assignments similar to those described below. These examples are illustrative and not all inclusive. Assignments may involve the performance of several of these illustrative examples, provided that the overall scope and depth of work, and level of responsibility are substantially equivalent to that described at this level.

Scrubs or circulates for minor surgery such as hemorrhoidectomy, incision and drainage, and vein ligations, or may serve as an assistant during major surgery.

According to doctor's orders and prescribed nursing care plans, administers prescribed medications orally and selected medications hypodermically; performs prescribed treatments, such as catheterizations, gavage feedings, and colostomy irrigations, for sick as well as chronic patients; observes and reports changes in patient's condition; writes nursing notes, periodic nursing summaries, etc.

Plans, develops and implements appropriate diversional activities in consideration of resources available and broad characteristics, capabilities and limitations of a group of patients; determines composition of group; requests supplies; instructs and supervises activities such as sewing, gardening,

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games, hobbies, socials, etc.; and observes and reports on patients' progress.

Using basic techniques of operant conditioning and behavior shaping, implements training in self-help skills such as toileting, feeding, bathing, dressing; conducts classes, using formal, demonstration and role playing methods, in activities of daily living, such as money changing, purchasing, cooking, etc.; observes and reports development, and participates in developing training plans.

Provides central supply services in a large hospital or medical institution, involving a wide variety of reusable items requiring sterilization; determines storage and rotation processes; maintains quantity and currency of established inventories; orders, receives and issues authorized items; determines work priorities; maintains inventory and cost records; and may supervise a few lower level para-medical assistants and/or patient helpers.

Under professional supervision receives requisitions and doctors orders for a wide variety of pharmaceuticals, measures and/or counts items, mixes simple solutions, packages and labels required items and arranges items with requisitions for final professional review; distributes reviewed and prepackaged items; receives pharmaceuticals and checks against original order; maintains inventory records and lists items needed to maintain predetermined levels; segregates out-dated drugs; prepares drug orders as instructed.

Charges a ward on a shift as assigned; revises worn assignments in accordance with staff shortages or emergency conditions, determines the applicability of rules, regulations and procedures to the situation, and informs higher level personnel of situation and/or requests assistance accordingly; takes appropriate action in emergency situations,

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PARA-MEDICAL ASSISTANT IV

6.756

Duties Summary:

Performs responsible para-professional therapeutic work; and performs other duties as required.

Distinguishing Characteristics:

This class represents unusual delegation of professional-type functions by professional personnel (nurses, doctors, therapists, etc.) to sub-professional personnel.

Nature and Scope of Assignment:

Assignments at this level are characterized by the following conditions:

- 1) They relate directly toward treatment of the disease, as well as the symptoms or toward skilled nursing assessments in a wide range of situations.
- 2) They require a thorough knowledge of complex techniques in a broad area.
- 3) They require highly trained observation techniques in noting deviations from anticipated situations or results.
- 4) They frequently require the independent use of considerable judgment in selecting and modifying technique based on continuing evaluation of patient's condition and a good knowledge of treatment goals.
- 5) They are performed within the framework of an organized treatment plan and require a good understanding of the objectives of the treatment plan.

Supervision Received:

Positions at this level receive specific guidance on treatment goals and general guidance on progressive steps required. They may receive advice on possible techniques. They

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are expected to follow through on assigned cases by developing details and implementing the treatment plan, and adapting or modifying treatment techniques, independently. They are expected to obtain guidance when major modifications in progressive steps are required.

Guidelines, Originality and Judgment:

In addition to guidelines available at lower levels, positions frequently make extensive use of professional diagnoses and/or evaluations of individual patients. Technical publications and professional journals are also used. Considerable experienced judgment and some originality are required in adapting and modifying techniques.

Person-to-Person Relationships:

At this level, person-to-person relationships are highly significant to the success of the diagnostic and/or treatment progress and involve highly skilled observation and evaluation. These relationships may be of four general types:

1. Close and continuing relationship with several psychiatric patients which is developed through the application of considerable skill and sensitivity and is used to observe and evaluate subtle changes in behavior.

2. An intense relationship with a surgeon and the other members of a surgical team which is evidenced through the ability of the position to anticipate and provide services in accordance, not only with the type of surgery and surgeon's preference, but also with critical and/or unforeseen situations.

3. Contacts with patients in clinics or emergency situations in which relatively short contacts must be utilized to observe and elicit pertinent information which may not relate directly to the apparent complaint, and which result in a preliminary nursing assessment.

4. Contacts with critical patients in intensive care units where continuous, close observation and evaluation of the patients' condition is vital.

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Recommendations, Decisions, Commitments and Conclusions:

Recommendations and/or conclusions relate directly to the patient's illness and may have significant repercussions in terms of the long-range welfare of the patient. Errors of judgment in observing and reporting, as well as in implementing treatments, are likely to result in oversight or delay in the initiation of essential measures, and to seriously impede or prevent the recovery of the patient.

Knowledge and Abilities Required:

Assignments at this level require a considerable body of technical knowledge, a thorough knowledge of complex techniques; and a basic level of theoretical knowledge in a complex therapeutic field. Positions require the ability to use educated judgment in selecting and modifying appropriate techniques and recommending revisions of goal-oriented steps based on theoretical as well as practical considerations, and the ability to read, comprehend, interpret and explain medical, nursing, psychological and sociological publications, diagnoses, reports, etc.

Typical Work Assignments:

In addition to assignments typical of lower levels, Para-Medical Assistant IV's typically spend a substantial amount of time performing assignments similar and/or equivalent to those described below. These examples are illustrative and not all inclusive. Assignments may involve the performance of two or more of these illustrative examples, provided that the overall scope and depth of work and level of responsibility are substantially equivalent to that described at this level.

Receives and reviews requests and recommendations for patient's vocational placement; makes routine work placements; receives guidance on the interpretation of clinical prescriptions and rehabilitation objectives for intensive-treatment oriented cases; reviews work, recognizes improvement and/or regression of patient capabilities and adapts work activities accordingly; drafts progressive treatment plans; contacts employers outside the institution, promotes employment

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opportunities, and arranges for placement; and maintains records.

Scrubs and circulates for major surgery such as heart, chest, and brain; sets up operating room; passes appropriate instruments, sponges, sutures, suction, cauteries; etc., to the surgeon in accordance with a thorough understanding of what is required; watches for complications arising during the course of the surgery, such as hemorrhage, cardiac arrest, shock, etc., and furnishes instruments, as necessary, in emergencies; disposes of contaminated instruments and supplies; handles and prepares specimens obtained during surgery; anticipates the needs of the surgeon and scrub nurse for additional supplies and/or equipment, and provides complete and expeditious service throughout the operation; assists with sponge count by reporting number of sponges that have been used and checking total number accounted for against recorded number; as requested, weighs and measures blood soaked sheets, towels, sponges and fluids in drainage bottles to ascertain amount of blood lost during operation and gives report to surgeon; administers I.V.'s as ordered.

Is regularly assigned to care for critical patients whose condition is unstable: performs prescribed treatments; continuously observes patient for changes in vital signs, overall condition; continuously observes the proper functioning of supportive equipment such as drainage tubes, Bennet Positive Pressure, Oxygen apparatus; determines need for and initiates appropriate emergency procedures.

Meets regularly with a selected group of psychiatric patients; in consideration of the individual member's progress and treatment goal, structures opportunities for interaction and self appraisal; provides appropriate opportunities for reality testing; utilizes principles of group dynamics to foster beneficial interpersonal relationships and a constructive emotional climate; maintains a mutually informative relationship with other therapists or staff working with the members of the group.

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PARA-MEDICAL ASSISTANT V

6.758

Duties Summary:

Provides para-professional services of exceptional responsibility and/or supervises a program of services for a patient care unit; and performs other duties as required.

Distinguishing Characteristics:

Assignments at this level are of two basic types:

Type A: Those which involve the independent performance of complex para-professional work.

Type B: Those which involve management duties including significant, continuing, program planning and supervisory responsibilities.

Supervision Received:

Positions at this level are delegated substantial authority and responsibility. Positions typically work under general supervision only. They work on a basis of a general assignment of responsibilities, and are expected to follow through independently. For example, Type A positions receive specific guidance on the broad objectives of the work; however, they are expected to know, select and implement progressive steps necessary and the most appropriate technique. They are normally expected to plan and implement their activities without assistance, although they may request guidance or advice in especially complex situations.

Guidelines, Originality and Judgment:

Work at this level is performed within a framework of the policies and procedures of the facility and accepted theories of patient care. Guides found at level IV are used at this level; however, substantial originality and judgment are required since treatment guidelines are generally expressed in terms of objectives and/or theoretical considerations and do not prescribe a course of action or method and/or the work involves

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developing ward management plans for which specific guides are unavailable.

Person-to-Person Relationships:

Same as level IV.

Recommendations, Decisions, Commitments and Conclusions:

Final authority to make decisions involving implementation of nursing or other clinical services, or ward management is delegated. Recommendations requiring a change in policy or administrative decision are subject to general technical review.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at the next lower level, this class requires a working level of knowledge in a complex therapeutic field or demonstrated ability to apply the principles and practices of supervision; and demonstrated ability to identify long-range goals and develop appropriate plans.

Typical Work Assignments:

In addition to assignments typical of lower levels, Para-Medical Assistant V's typically have continuing responsibility for and spend a substantial amount of time, performing assignments similar and/or equivalent to those described below. These examples are illustrative and not all inclusive. Assignments may also involve the performance of several of these illustrative examples.

Plans, organizes and supervises a 24-hour program of services for a patient care unit; develops and implements a program of care, diversional and therapeutic services; coordinates services with other clinical services, such as nursing care; requests professional services as necessary; recommends patient transfers, work assignments, etc.; conducts staff meetings and case conferences; assigns work and arranges for coverage; instructs, trains and evaluates subordinates.

PARA-MEDICAL ASSISTANT SERIES

6.750, 6.752, 6.754, 6.756, 6.758, 6.760

In an assigned geographic area, performs case-finding, determines nursing priorities and makes home visits; makes nursing assessments and develops nursing care plans for patients and/or families visited; implements nursing care plans and provides nursing care treatments; provides health education, counseling and guidance to patients and/or families; drafts nursing care plans for complex cases; identifies need for medical services and makes necessary arrangements; and plans, recommends and arranges for clinics.

PABA-MEDICAL ASSISTANT VI

6.760

Duties Summary:

Directs and coordinates the programs of services provided in several patient care units; supervises a major section of a large institution on an assigned shift; and performs other duties as required.

Distinguishing Characteristics:Nature and Scope of Assignments:

Positions at this level are assigned responsibility for planning, organizing, directing and coordinating the programs of service provided in several patient care units. This includes responsibility for insuring the propriety and adequacy of patient care and activity services provided by subordinate supervisors; assuring conformance to administrative orders; evaluating the need for and providing emergency services when necessary; determining whether or not to notify administrative personnel of problems, emergencies, etc.; and rescheduling personnel.

As part of the work assignment, positions at this level also supervise, on a rotating basis, the implementation of patient activity and/or care programs for a major section of a large institution, on an assigned shift.

PARA-MEDICAL ASSISTANT SERIES

6.750, 6.752, 6.754, 6.756, 6.758, 6.760

Supervision Received:

Positions at this level receive technical supervision in matters having administrative or policy implications, and the attainment of program objectives and goals. The organization and implementation of specific patient activities and/or care services are subject only to administrative review.

Guidelines, Originality and Judgment:

The nature of the guidelines available and the amount of originality required at this level are the same as that of the next lower level. Positions at this level are required to exercise a high degree of judgment in the evaluation and solution of complex emergency situations, involving extensive problems, external relations, etc.

Person-to-Person Relationships:

The nature of relationships established at the next lower level is characteristic of this class.

Recommendations, Decisions, Commitments and Conclusions:

Positions at this level are responsible for the review, evaluation and direction of the activities of subordinate supervisors, and direct the implementation of additional or revised services. Shift responsibilities involve authorizing measures necessary for the proper operation of the institution and/or patient care and safety. Interim decisions in management areas are also required.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this class requires a good knowledge of the principles and practices of supervision, a thorough knowledge of the functions of a variety of professional disciplines, the ability to plan extensive activities, interpret policies, and coordinate services with those provided by other institutional sections.

PARA-MEDICAL ASSISTANT SERIES

6.750, 6.752, 6.754, 6.756, 6.758, 6.760

Typical Work Assignments:

Plans, coordinates, and directs the activity and care programs through the assistance of subordinate supervisory personnel; arranges for in-service training and staff development programs for subordinates; prepares overall work schedules and assignments; arranges for and holds staff meetings; is responsible for the proper maintenance, repair, and replacement of supplies, equipment, clothing, and other items; conducts inspections and investigations pertinent to the physical condition of cottages and dormitories; is responsible for practices and procedures involved in servicing and caring for patients, inter-employee relationships, and other matters; enforces adherence to institutional requirements and standards; reviews reports of subordinate staff; initiates improvements in programs and services; evaluates work performances of subordinates; coordinates programs and services with physicians, nurses, social workers, and other professional staff members and participates in planning activities, discussion of programs, etc.; and prepares reports of activities.